

**BOARD OF DIRECTORS MEETING
PASADENA CITY COLLEGE FOUNDATION
QUARTERLY REGULAR BUSINESS MEETING**

Tuesday, March 21, 2017

7:30 a.m. Open Session

Pasadena City College

Circadian Room

1570 East Colorado Boulevard, Pasadena, California 91106

AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board" form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

QUARTERLY REGULAR BUSINESS MEETING

I. OPEN SESSION (7:30am)

I. CALL TO ORDER

II. OPEN SESSION

A. ANNOUNCEMENTS AND RECOGNITIONS

1. Shirley Burt Tribute
2. Board Photo

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.

C. COLLEGE PRESIDENT'S REPORT – Dr. Vurdien

D. FOUNDATION PRESIDENT'S REPORT – Jim Sarni

Pg. 2..... **E. TRUSTEE LIAISON REPORT – Hoyt Hilsman**

F. ACTION ITEMS

Pg. 7..... 1. Approval of Minutes of December 20, 2016 Quarterly Board Meeting
Pg. 10..... 2. Amendment to the Bylaw's

III. PRESENTATIONS/REPORTS

Pg. 22..... **A. Finance and Investment – Jon Fuhrman**
1. Financials

B. Major Gifts Campaign Report – Dr. Jack Scott

C. Executive Director Report – Bobbi Abram

IV. FUTURE BOARD ACTIVITY DATES

A. Next Foundation Board Meeting: Tuesday, June 20, 2017, 7:30am, Circadian

V. ADJOURNMENT

Ocie Kara-Simonyan

From: Alexander Boekelheide
Sent: Thursday, March 02, 2017 9:16 AM
To: Staff
Subject: Board of Trustees meeting report, March 1, 2017
Attachments: Academic Senate Resolution.docx

Hello:

In an effort to help the campus community stay informed about actions taken during governance meetings, I'm pleased to share a report from last night's Board of Trustees meeting.

- As part of its approval of a list of contracts, the board heard information about the college's U-Pass program, the partnership with the LA County Metropolitan Transit Administration that provides reduced-fare transit passes to students. Various trustees voiced concerns about the costs of the program to the college and to students, and expressed interest in providing students a low-cost means of transportation.
- In approving the retirement this fiscal year of Child Development Center Director Nikki Harmon, Trustee John Martin spoke of her "tremendous career," thanking her for "being a leader during the creation of the CDC and everything she's done since then." Later, Management Association President Joe Futtner echoed these remarks and paid tribute to English Dean Amy Ulmer, who is also retiring this year.
- A series of additions and deletions were made to the credit curriculum, bringing greater alignment in the course numbering system. The college will continue to make procedural corrections to curriculum over the coming months to align the catalogue with financial aid data, gainful employment information, and the state inventory.
- Procedural votes were taken to continue the negotiation process with the California School Employees Association Chapter 777, which represents PCC's maintenance personnel.
- The board approved a nomination of an undisclosed PCC employee to the Chancellor's Office "Classified Employee of the Year" program.
- Academic Senate President Valerie Foster read a resolution the Senate passed in its Monday meeting regarding the provision of a safe learning environment for students regardless of race, gender identity, nationality or immigration status (attached). Dr. Foster encouraged the board to consider a similar resolution at a future meeting.
- The July 19 meeting was moved back a week, to July 26.
- The meeting was adjourned in honor of Shirley Burt, a longtime friend of the college who served the PCC Foundation, Measure P Committee, and other community groups who passed away earlier this month. Foundation Executive Director Bobbi Abram spoke movingly about Burt's mentorship and friendship.

If you'd like to know more, you can access [the full board packet](#) (click "Mar 1, 2017" under the "Meetings" tab) and [video](#) from last night's meeting online.

The next board business meeting is scheduled for Wednesday, March 22, at 6 p.m.

Thank you,
 Alex Boekelheide

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Academic Senate Resolution Regarding a Safe Learning Environment

WHEREAS: Pasadena City College welcomes and supports students without regard to their citizenship or immigration status and will continue to admit students in a manner that complies with our nondiscrimination policy and without regard to a student's race, national origin, religion, citizenship, or any other protected characteristic. Pasadena City College is committed to providing an environment in which all admitted students can pursue their studies and careers and graduate successfully;

WHEREAS: The PCC mission states that "The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities."

WHEREAS: A core value of PCC is "An Appreciation for Diversity," in that "We recognize that a diverse community of learners enriches our educational environment."

WHEREAS: The first prong of PCC's strategic plan is "Student Success, Equity and Access," which includes, "[working] with community partners to determine the unique needs of those individuals underrepresented in higher education and seek to develop means to increase."

WHEREAS: Each semester PCC serves over 30,000 students, including international students from over 90 different countries.

WHEREAS: PCC is a minority-serving institution that provides educational resources and resources to potentially impacted marginalized populations. Over 85% of our students are racial/ethnic minorities. 25% of our student body represents 89 countries and speaks 26 languages, indicating a culturally diverse student population.

WHEREAS: The PCC Safe Zones initiative aims "to create a safe campus community through cultural competency which is integral to a successful academic experience," and works to train "allies [who] are individuals within the PCC community who consider themselves to be knowledgeable about the needs of Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) and/or undocumented people," and is working to expand this training for the benefit of all students.¹

WHEREAS: PCC is located in the city of Pasadena, which in 2013, approved a legislative policy calling for "'humane and comprehensive immigration reform' protecting families, making citizenship attainable and not mandating enforcement on local police," and PCC aims to embody the ideals of its city.²

¹ Safe Zones at PCC, pasadena.edu.

² "Pasadena, already a 'sanctuary city,' might increase protections for immigrants." Pasadena Star-News, Dec. 2, 2016

WHEREAS: Our students are expressing heightened fear and worry for themselves, and their friends, families, and communities, and we are entering a period of chance and uncertainty in which the specific details of the impacts our communities is not yet clear only adds to the anxiety that our students are experiencing.

WHEREAS: On November 30, 2016, the Associated Students passed a Resolution in support of providing a safe environment for students in distress on our campus in direct response to this heightened fear and worry, and the faculty has an obligation to support this resolution and the student body at-large.

WHEREAS: Students on campuses across the US are looking to their faculty, staff and administrators for reassurance. As hate crimes and overt acts of racism continue to occur, many students are worried that their values and identities are coming increasingly under attack.

WHEREAS: Federal law protects student privacy rights, and the California State Constitution and other statutes provide broad privacy protections to all students, faculty, staff, and other employees of PCC;

THEREFORE, in accordance with the California Chancellor's Office guidelines and our own principles of justice and fairness, the Pasadena City College Academic Senate resolves and reaffirms the following:

- The Academic Senate resolves that Pasadena Community College will remain open to all students who meet the minimum requirements for admission, regardless of immigration status.
- The Academic Senate resolves that faculty shall treat all students equitably in the receipt of all school services for which they are eligible.
- The Academic Senate resolves that the College should not release any personally identifiable student information, including any data related to immigration status, without a judicial warrant, subpoena or court order, unless authorized by the student or required by law.
- The Academic Senate resolves that Pasadena City College should not cooperate with any federal effort to create a registry of individuals based on any protected characteristics such as religion, national origin, race, or sexual orientation.
- The Academic Senate resolves that we will continue to advocate for educational opportunities for all students in the community college system, regardless of immigration status, at the state and federal level.
- The Academic Senate resolves that any request by immigration agents for information regarding a student shall be initially denied and immediately forwarded to the President and General Counsel, who will review the denial according to the following guidelines. In keeping with the individual's right to privacy, no part of a student's education record,

however created, may be divulged with personally identifiable information to any person, organization, or agency in any manner unless there is:

1. Informed written consent by the student, if the student is 18 years of age or older, or otherwise by the parent or guardian;
 2. A valid court order or judicial warrant requesting such information (in such cases, prior to complying with such court order or judicial warrant, the student, if the student is 18 years of age or older, or otherwise the parent or guardian, shall be notified immediately in writing of the information that is the subject of the court order or judicial warrant);
 3. A health and safety emergency and disclosure of personally identifiable information from an education record to appropriate parties is necessary to protect the health or safety of the student or other individuals; or
 4. Another reason to do so that is required by law. Questions concerning the validity of a court order or judicial warrant, or whether there is a health and safety emergency or other possible reasons for releasing education records that contain personally identifiable information, should be directed to the College President and General Counsel.
- The Academic Senate resolves that we will teach students to become leaders and work with faculty to give them tools that will enhance their abilities as teachers and ensure their classrooms are affirming to all students, regardless of race, sexual identity, or background.



Ocie Kara-Simonyan

From: Alexander Boekelheide
Sent: Thursday, February 02, 2017 10:14 AM
To: Staff
Subject: Board of Trustees meeting report, February 1, 2017

Hello:

In an effort to help the campus community stay informed about actions taken during governance meetings, I'm pleased to share a report from last night's Board of Trustees meeting.

- Trustee John Martin was honored in a brief ceremony for his completion of the Community College League of California's "[Excellence in Trusteeship](#)" program. Martin has served on PCC's board for 37 years.
- The board approved sabbatical leaves for nine members of the faculty. Research projects to be completed by these educators include an exploration of Global Studies programs by anthropology professor Derek Milne and an examination of Japanese ink painting and calligraphy by visual arts professor Maryrose Mendoza.
- In a series of procedural votes, the board opened negotiations on new contracts with PCC's four collective bargaining units. Negotiations will continue throughout the year.
- The board heard information about demolition and reconstruction of the U Building, Armen Sarafian Hall, now that the seismic replacement project has been listed in Gov. Brown's budget for California's community colleges. According to a timeline shared by Assistant Superintendent/Vice President Richard Storti, the project will begin with the selection of an architect later this year and will continue through August 2021, assuming funds are made available this July. State rules require the replacement building to have the same amount of square feet as the current structure that is used for classrooms, labs, offices, and meeting rooms, but size and locations of individual rooms will change. The building will increase in overall square footage to accommodate building code changes. Dr. Storti also highlighted that state bond funds cannot be used to purchase fixtures, furniture, or equipment — an estimated \$3 million to \$5 million charge that will need to come from local funds.
- Dr. Storti also shared an update on plans to renovate and expand the Veterans Resource Center, a \$450,000 project that will increase it to nearly three times its current size. Six new offices are being added, with collaboration stations and an 18-place computer lab in the main service area. Earlier in the meeting the board authorized the issuance of the first construction bid on the project, and work is expected to be complete by mid-July.
- Dr. Vurdien informed the board that after the LA County Board of Supervisors votes next Tuesday, the college will know by next week whether board elections will be moved from this November to June 2018, or if another plan will need to be put into place.

If you'd like to know more, you can access [the full board packet](#) (click "Feb 1, 2017" under the "Meetings" tab) and [video](#) from last night's meeting online.

The next board business meeting is scheduled for Wednesday, March 1, at 6 p.m.

Thank you,
Alex Boekelheide

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**BOARD OF DIRECTORS MEETING
PASADENA CITY COLLEGE FOUNDATION
MINUTES OF THE QUARTERLY REGULAR BUSINESS MEETING
Tuesday, December 20, 2016
8:00 A.M.
Pasadena City College
Circadian Room
1570 East Colorado Boulevard, Pasadena, California 91106**

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The Board of Directors of the Pasadena City College Foundation met on Tuesday, December 20, 2016 in the Circadian Room, Pasadena City College, located at 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ATTENDANCE

The meeting was called to order at 8:30 a.m. by Mr. Jim Sarni, President.

Board of Directors Present:

Mr. Scott Bell
Ms. Vivian Chan
Dr. Bill Goldmann
Mr. John Gregory (Past President)
Mr. Preston Howard
Dr. Stephen Kanter
Dr. Jim Kossler
Mr. Mark Ladesich
Ms. Sandi Mejia-Ramirez

Ms. Clara Potes-Fellow
Ms. Estela Richeda
Mr. Jim Sarni (President)
Mr. Lonnie Schield
Dr. Jack Scott
Mr. Gregory Sun
Dr. Ladd Thomas
Dr. Rajen Vurdien, Superintendent-President
Mr. Wade Winter

Board of Directors Absent:

Ms. Shirley Burt
Mr. Jon Fuhrman (Treasurer)
Mr. William Hawkins
Mr. Ken Hemming
Ms. Susan Kinney

Mr. Ken Ott
Ms. Gloria Scharre-Pitzer
Mr. Don Schweitzer (Secretary)
Ms. Phyllis Specht

Board of Trustee Liaison Present:

Mr. Hoyt Hilsman

Advisors Present:

Mr. Bob Cheney
Ms. Bobbie Moon
Mr. Bill Thompson

Foundation Staff Present:

Ms. Bobbi Abram, Executive Director
Ms. Kris McPeak, Director of Operations
Ms. Ocie Kara-Simonyan, Administrative Assistant II
Ms. Peggy Brickert, Business Analyst Specialist
Ms. Elaine Cartas, Interim Development Manager

Guest:

Mr. Pend Armistead, Major Gifts Campaign Consultant
Ms. Nancy Davis, Consultant

II. OPEN SESSION

A. ANNOUNCEMENTS AND RECOGNITIONS

Mr. Sarni wished Shirley Burt a speedy recovery and announced that there were get well cards going around for Shirley.

Mr. Sarni also recognized Mr. John Gregory for 2016 Volunteer of the Year. He was awarded a plaque.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

C. COLLEGE PRESIDENT'S REPORT

Dr. Vurdien thanked the Foundation Board for their support of the college and the students. He was very pleased with the scholarship event. There were more than 200 students who received scholarships.

Enrollment for winter is looking good. There are over 550 sections offered and the enrollment is at 85% capacity. Spring also is looking good, currently there are 2,600 sections being offered, and enrollment is at 70% capacity.

The college is still in the running for the Aspen Award. They will announce the winner in mid-March during their awards ceremony in Washington.

D. ACTION ITEMS

1. Approval of Minutes of September 20, 2016 Quarterly Board Meeting

MOTION: ON MOTION OF Mr. Howard and seconded by Dr. Kanter, the Board voted by a unanimous vote of the eighteen members present (Bell, Chan, Goldmann, Gregory, Howard, Kanter, Kossler, Ladesich, Mejia, Potes-Fellow, Richeda, Sarni, Schield, Scott, Sun, Thomas, Winter and Vurdien) to approve the minutes of the Board of Directors Meeting held on June 21, 2016.

2. Recommendation to Elect Ted Samuels to the Board

MOTION: ON MOTION OF Mr. Howard and seconded by Ms. Richeda, the Board voted by a unanimous vote of the eighteen members present (Bell, Chan, Goldmann, Gregory, Howard, Kanter, Kossler, Ladesich, Mejia, Potes-Fellow, Richeda, Sarni, Schield, Scott, Sun, Thomas, Winter and Vurdien) to approve the recommendation to elect Ted Samuels to the Board.

3. Approval of Final Budget

MOTION: ON MOTION OF Ms. Mejia and seconded by Mr. Schield, the Board voted by a unanimous vote of the eighteen members present (Bell, Chan, Goldmann, Gregory, Howard, Kanter, Kossler, Ladesich, Mejia, Potes-Fellow, Richeda, Sarni, Schield, Scott, Sun, Thomas, Winter and Vurdien) to approve the final budget.

4. Acceptance of Audit

MOTION: ON MOTION OF Dr. Kanter and seconded by Mr. Winter, the Board voted by a unanimous vote of the eighteen members present (Bell, Chan, Goldmann, Gregory, Howard, Kanter, Kossler, Ladesich, Mejia, Potes-Fellow, Richeda, Sarni, Schield, Scott, Sun, Thomas, Winter and Vurdien) to accept the Audit.

III. PRESENTATIONS/REPORTS

A. Financials

Mr. Winter said the total expenses are below the budget. Revenue is also under budget but on track. The audit showed that total assets exceeded \$27 million for the first time.

B. Major Gifts Campaign Report

Ms. Davis informed the Board on the progress of Phase II of the feasibility study interviews. After speaking with over 75 members of the community, she learned

that PCC is a beloved institution known for its faculty, great curriculum, and is highly regarded as an affordable institution that provides opportunity as the first step in achieving higher education goals for many. Dr. Vurdien is widely received and well-liked by all in the community.

Mr. Armistead said now that Phase II of the Feasibility Study is complete, the awareness and solicitation phases will begin. The participation of the Foundation board members with getting the message to the community is extremely important to the success of the campaign.

Mr. Sarni said Mr. Armistead and Ms. Davis are helping navigate this campaign but the Board will be set the tone and direction. He said in the next few weeks, senior leadership of the campaign will be finalized.

C. Executive Director's Report

Ms. Abram informed the Board that is a very busy time for the Foundation staff. Ms. Cartas worked really hard on the on the Giving Tuesday event that introduced the Giving Guide by identifying the needs of the divisions. The Giving Guide is the first step in creating a systemic annual approach to giving on the campus. In celebration of Giving Tuesday – a carnival was set up on the PCC campus and it was a very successful event. To date, the effort raised over \$50K. The largest gift received was from a faculty member, \$10,000.

IV. FUTURE BOARD ACTIVITY DATES

- A. Tuesday, March 21, 2017
Board of Directors Meeting – 7:30 a.m.

V. ADJOURNMENT

Mr. Sarni thanked all for a productive meeting and adjourned at 9:16 a.m.

MOTION: **ON MOTION OF** Mr. Howard and seconded by Mr. Schield, the Board voted by a unanimous vote of the eighteen members present (Bell, Chan, Goldmann, Gregory, Howard, Kanter, Kossler, Ladesich, Mejia, Potes-Fellow, Richeda, Sarni, Schield, Scott, Sun, Thomas, Winter and Vurdien) to adjourn the Quarterly Regular Business Meeting held on Tuesday, December 20, 2016.

MOTIONS CARRIED – December 20, 2016

- 1) To approve the minutes of the Board of Directors Meeting held on September 20, 2016.
- 2) To approve the recommendation to elect Ted Samuels to the Board.
- 3) To approve the final budget
- 4) To adjourn the Quarterly Regular Business Meeting held on Tuesday, December 20, 2016.

Bylaws of the Pasadena City College Foundation, Inc.

ARTICLE I

NAME

1.1 Name

The name of this corporation shall be the Pasadena City College Foundation, Inc. (herein referred to as “the Foundation”). The business of the corporation may be conducted as PCC Foundation.

ARTICLE II

PRINCIPAL OFFICE

2.1 Principal Office

The principal office for the transaction of business of the Foundation is hereby fixed and located at Pasadena, County of Los Angeles, in the State of California. The Board of Directors may at any time change the location of the principal office from one location to another within the Pasadena Area Community College District (PACCD).

ARTICLE III

SEAL

3.1 Seal

The seal of the Foundation shall bear the Pasadena City College logo.

ARTICLE IV

PURPOSES AND POWERS

4.1 Purpose

The Foundation is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

The Foundation is an auxiliary organization of PACCD, formed and operating in accordance with the provisions of California Education Code §§72670 through 72682. The Foundation is formed and exists for the purpose of promoting the general welfare of PACCD and Pasadena City College (“PCC” or “the College”) in the following manner:

- By assisting and supporting the College in the attainment of educational, cultural, and scientific goals.
- By assisting and supporting the College in fulfilling its role in serving the community of which it is a part.
- By soliciting, raising, managing and distributing monies, properties, and other assets for the award of scholarships, loans and/or grants to students and College staff on the basis of need and/or merit, the construction or modification of buildings, the purchase or lease of equipment, and such other purposes as the Board of Directors may determine as appropriate consistent with the Articles of Incorporation and these Bylaws.

4.2 Powers

The Foundation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the Foundation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the Foundation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

4.3 Nonprofit Status and Exempt Activities Limitation.

- (a) Nonprofit Legal Status. The Foundation is a California non-profit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.
- (b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of the Foundation shall take any action or carry on any activity by or on behalf of the Foundation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

- (c) Distribution Upon Dissolution. Upon termination or dissolution of the Foundation, any assets lawfully available for distribution shall be distributed, as may be decided by a majority of the Board of Directors at a final regular meeting of the Board of Directors, to the PACCD General Fund or to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, exist for the purpose of benefitting the California community college system.

ARTICLE V

MEMBERSHIP

5.1 No Membership Classes

The Foundation shall have no members who have any right to vote or interest in the Foundation or to its assets.

ARTICLE VI

BOARD OF DIRECTORS

6.1 Number of Directors

The Foundation shall have a Board of Directors consisting of at least 3 and no more than 33 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

6.2 Powers

All corporate powers shall be exercised by or under the authority of the board and the affairs of the Foundation shall be managed under the direction of the board, except as otherwise provided by law.

6.3 Term

- (a) All directors shall be elected to serve a three (3) year term.
- (b) Director terms shall be staggered so that approximately one third of the number of directors will end their terms in any given year.
- (c) Directors may serve terms in succession for no more than two (2) additional terms for a total of nine (9) years of continuous service.
- (d) After three (3) year terms, a director may be appointed as an advisor to ~~advisory member of~~ the Board of Directors. After a one (1) year absence as a director, a person may be elected to the Board of Directors at the next annual meeting.
- (e) The term of office shall be considered to begin July 1 and end June 30 of the second year in office.

6.4 Qualifications and Election of Directors

In order to be eligible to serve as a director on the Board of Directors, the individual must be 18 years of age. Directors may be elected at any board meeting by the majority vote of the existing Board of Directors. The election of directors to replace those who have fulfilled their term of office shall take place at the Annual Meeting each year. The Superintendent/President of PACCD/PCC shall be a voting member of the Board of Directors. The current President of the student body governance group, currently called the Associated Students, will serve as an Ex-Officio member of the Board.

6.5 Vacancies

The Board of Directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director at the time such vacancy occurs, or may leave the unfilled board position vacant until the next annual meeting of the Board of Directors. If the vacancy is filled at the time such vacancy occurs, the term of the new director shall be the balance of the term of the director being replaced in addition to the regular three (3) year term.

6.6 Removal of Directors

A director may be removed for cause by two-thirds vote of the Board of Directors then in office, if before any meeting of the board at which a vote on removal will be made, the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board. "Cause" shall include, but shall not be limited to:

- (a) The director is absent and unexcused from two or more meetings of the Board of Directors in a twelve month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The board president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the board vice president shall have the authority to excuse the president. Absent extenuating circumstances, if a director fails to give notice to the Foundation office that he or she will be absent from a board meeting, the absence shall be deemed unexcused.
- (b) Breach of any material duty or obligation under the Foundation's Articles of Incorporation, Bylaws or policies;
- (c) Conviction or plea of guilty or *nolo contendere* to any felony, or any misdemeanor (other than traffic violation) involving a crime of moral turpitude;
- (d) Any conduct that causes or may potentially cause material harm to the Foundation, including the reputation or mission of the Foundation;
- (e) Any act constituting an undisclosed conflict of interest, including as defined by Education Code Sections 72677 through 72679.

6.7 Board of Directors Meetings

- (a) Place of Meeting. Regular meetings of the Board of Directors shall be held at any place within PACCD.

(b) Compliance with Brown Act. Meetings of the Board of Directors shall be open to the public and conducted in accordance with and subject to the limitations of the Brown Act, Government Code §54950 *et seq.* and the notice and agenda of each meeting shall be posted in accordance therewith. Any vote taken shall be reported as required.

(c) Regular Meetings. The Board of Directors shall have a minimum of four (4) regular meetings each calendar year at times and places within PACCD fixed by the board. Regular board meetings shall be held upon 72 hours notice and the agenda of such meeting shall be posted in accordance with the Brown Act, Government Code §54950 *et seq.* Notice to directors shall be given by first-class mail, electronic mail, or facsimile transmission or delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting.

(d) Annual Meeting. The regular meeting of the Board of Directors in the third quarter of each year is designated as the Annual Meeting of the Board of Directors, which shall serve as the principal organizational meeting for the purpose of election of directors, election of officers and the transaction of other business.

(e) Special Meetings. Special meetings of the board may be called by the president, vice president, or any two (2) other directors of the Board of Directors. Special board meetings shall be held upon 24 hours notice and the agenda of such meeting shall be posted in accordance with the Brown Act, Government Code §54950 *et seq.* Notice to directors shall be given by electronic mail, or facsimile transmission or delivered personally or by telephone. If sent by facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the transmission system. Notice of meetings shall specify the place, day, and hour of meeting.

6.8 Manner of Acting.

(a) Quorum. A majority of the directors in office shall constitute a quorum for the transaction of business at that meeting of the board. No binding vote shall be taken on action by the board at any meeting at which a quorum is not present.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

(c) Hung Vote. On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president, or if the president is not present, the first vice president, shall have the power to swing the vote based on his/her discretion.

(d) Participation. No voting by proxy shall be permitted. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or telephonic conference call.

6.9 No Compensation for Director Service

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities.

6.10 ~~Advisory Member of~~ Advisors to the Board

The Board may invite an individual to be an ~~advisory member of~~ advisor to the Board whose role is consultative only. An ~~advisory member~~ does not have voting privileges and is not considered a member of the board. An ~~advisory member~~ is entitled to receive a board packet and shall be invited to attend the Directors' annual dinner. An advisor may serve on a Foundation standing or ad hoc committee.

ARTICLE VII

COMMITTEES

7.1 Standing Committees

(a) The Board of Directors may, by the resolution adopted by a majority of the directors then in office, designate one or more Standing Committees, each consisting of two or more existing directors, to serve at the pleasure of the board. The Executive Committee, the Audit Committee and the Finance Committee are deemed Standing Committees. Membership on a Standing Committee shall be by election by the majority vote of the existing Board of Directors for a term of one year. The Superintendent/President of PACCD/PCC shall be a member of the Executive Committee.

(b) Any Standing Committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

- (1) take any final action on matters which also requires board members' approval or approval of a majority of all members;
- (2) fill vacancies on the Board of Directors or in any committee which has the authority of the board;
- (3) amend or repeal Bylaws or adopt new Bylaws;
- (4) amend or repeal any resolution of the Board of Directors;
- (5) appoint any other committees of the Board of Directors or the members of these committees;
- (6) expend corporate funds to support a nominee for director.

(c) Brown Act Compliance

Standing Committees shall comply with the provisions of the Brown Act, Government Code §54950 *et seq.*

(d) Meetings and Action of Standing Committees

Meetings and action of the Standing Committees shall be governed by and held and taken in accordance with the provisions of Article VI of these Bylaws concerning regular and special meetings of the Board of Directors. The Executive Committee shall meet monthly. The Finance Committee shall meet at least quarterly.

(e) Ratification of Actions by Standing Committees

Actions taken by the Standing Committees requiring approval pursuant to Education Code § 72675 shall be ratified by the Board of Directors.

7.2 Executive Committee

(a) Composition

The Executive Committee shall consist of the Superintendent/President of PACCD/PCC, all officers of the Board of Directors, and up to ten (10) additional existing directors elected by the Board of Directors at the annual meeting, to a maximum of sixteen (16) Executive Committee members. The immediate past board president may be appointed as an advisory member of the Executive Committee.

(b) Authority

The Executive Committee shall have and exercise all of the power of the Board of Directors of the Foundation between meetings of the Board. Written reports of the actions of the Executive Committee shall be submitted to the Board of Directors at its next quarterly meeting.

7.3 Ad Hoc Committees

The board president may designate one or more Ad Hoc Committees, each consisting of two or more existing directors, to serve at the pleasure of the board. Ad Hoc Committees may also include members of the community. Ad Hoc Committees advise the Executive Committee and/or the Board of Directors on matters related to the purpose for which the Ad Hoc Committee was formed. Ad Hoc Committees shall have no authority to take action.

ARTICLE VIII

OFFICERS OF THE BOARD

8.1 Board Officers

The officers of the Foundation shall be a board president, vice president, secretary, and treasurer, all of whom shall be existing directors and shall be chosen by, and serve at the pleasure of, the Board of Directors. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers. The

board may also appoint additional vice presidents and such other officers as it deems expedient for the proper conduct of the business of the Foundation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. One person may hold the offices of secretary and treasurer, but no board officer may act in more than one capacity where action of two or more officers is required.

8.2 Term of Office

Each officer shall serve a one (1) year term, elected by a majority of the existing board members. The term shall run from July 1 to June 30. The president may not serve more than two (2) consecutive terms of office.

8.3 Removal and Resignation

The Board of Directors may remove an officer at any time, for cause. "Cause" shall include the causes listed in Section 6.6 but may include other causes as the Board of Directors may determine. Any officer may resign from his or her position as an officer of the Foundation. Such resignation shall not prevent the individual from being re-elected to an officer position of the Foundation in the future.

8.4 Board President

The board president shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors.

8.5 Vice President

In the absence or disability of the board president, the ranking vice president or vice president designated by the Board of Directors shall perform the duties of the board president. The designation "first vice president" shall mean the ranking vice president. When so acting, the vice president shall have all the powers of and be subject to all the restrictions upon the board president. The vice president shall have such other powers and perform such other duties prescribed by the Board of Directors or the board president. The first vice president shall normally accede to the office of board president upon the completion of the board president's term of office.

8.6 Secretary

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board of Directors and Standing Committees. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The secretary shall cause notice to be given of all meetings of directors and Standing Committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the board president.

8.7 Treasurer

The treasurer shall be the lead director for oversight of the financial condition and affairs of the Foundation. The treasurer shall oversee and keep the Board of Directors informed of the financial condition of the Foundation. In conjunction with other directors and/or the Executive Director of the Foundation, the treasurer shall oversee budget

preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the Foundation, are made available to the Board of Directors on a timely basis or as may be required by the Board of Directors. The treasurer shall perform all duties properly required by the Board of Directors or the board president. The treasurer may appoint, with approval of the board a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the treasurer. The treasurer shall serve as the chairperson of the Finance Committee.

ARTICLE IX

EXECUTIVE DIRECTOR

9.1 Executive Director

The Executive Director is an employee of PACCD and shall be appointed by the Superintendent/President of PACCD/Pasadena City College to serve the Foundation.

The Executive Director shall be the chief executive officer of the Foundation responsible for the business and operations of the Foundation, the office, staff and personnel. The Executive Director shall perform those duties prescribed by the Board of Directors, shall formulate plans and advise on policies for the accomplishment of the Foundation's objectives, and shall be responsible for the management and implementation of the Foundation's policies as adopted by the Board of Directors.

ARTICLE X

FINANCIAL AUDIT

10.1 Time and Report of Results of Audit

The Audit Committee shall ensure that the financial books and records of the Foundation shall be audited within three (3) months following the close of the fiscal year. The results of such audit shall be presented to and received by the Board of Directors at the first regular meeting of the Board of Directors following the issuance of such report. Such audit shall be presented to the Board of Trustees of PACCD.

ARTICLE XI

CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

11.1 Contracts and other Writings

Except as otherwise provided by resolution of the board or board policy, all contracts, grants, and other agreements of the Foundation shall be executed on its behalf by the Executive Director or other persons to whom the board of director has delegated authority to execute such documents in accordance with policies approved by the Board of Directors. The Executive Director shall have the authority to execute documentation acknowledging acceptance of donations by the Foundation, such documentation serving as the equivalent of a resolution of the Board of Directors for that purpose until the next meeting of the Board of Directors when a resolution shall be adopted.

11.2 Checks, Drafts

Checks issued in the name of the Foundation shall be signed as follows:

- Checks less than \$1,000 may bear one signature of the Executive Director or the Director of Operations of the Foundation.
- Checks of ~~\$1,000-000~~ or more but less than \$10,000 shall require signatures of any two of the following: Executive Director, Director of Operations, or any officer of the Board of Directors.
- Checks of \$10,000 or more shall require two signatures: (1) The Executive Director or the Director of Operations, and (2) Any officer of the Board of Directors.

11.3 Deposits

All funds of the Foundation shall be deposited from time to time to the credit of the Foundation in such banks, trust companies, or other depository as the Board of Directors or Standing Committee may select.

11.4 Loans

No loans or encumbrances against Foundation funds or assets shall be contracted on behalf of the Foundation and no evidence of indebtedness or encumbrance shall be issued in its name unless authorized in advance by resolution of the Board of Directors.

11.5 Indemnification

The Foundation shall indemnify any director or former director who is or was a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was a director of the Foundation and was acting in that capacity at the time of the acts or omissions that are the subject of the proceeding, provided that such person (a) conducted himself in good faith, (b) reasonably believed that his or her conduct was in the best interests of the Foundation, and (c) his or her conduct was not opposed to the best interests of the Foundation. No person shall be entitled to indemnification under this Section either (a) in connection with a proceeding brought by or in the right of the Foundation in which the director was adjudged liable to the Foundation or (b) in connection with any other proceeding charging improper personal benefit to the director or former director, whether or not involving action in his or her official capacity, in which he or she is ultimately adjudged liable on the basis that he or she improperly received personal benefit. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith or otherwise failed to meet the standard of conduct set forth in this Section.

Any indemnification under this Section (unless ordered by a court) shall be made by the Board of Directors only as authorized in each specific case upon a determination that indemnification of the director or former director is permissible under the criteria set forth above. Such determination shall be made (a) by the Board of Directors by a majority vote of a quorum of disinterested directors who at the time of the vote are not, were not, and are not threatened to be made parties to the proceeding, or (b) if such a quorum cannot be obtained, by the vote of a majority of the members of a committee of the Board of Directors designated the board, which committee shall consist of two or more disinterested directors who are not, were not, and are not threatened to be made parties to the proceeding, or (c) if such a quorum of the Board of Directors cannot be obtained or such a committee cannot be established, or even if a quorum of the Board of Directors so directs, then by independent legal counsel selected by the Board of Directors in accordance with the preceding procedures.

Indemnification under this Section shall be against expenses (including reasonable attorneys' fees), liability, judgments, and fines, actually and reasonably incurred by such person in connection with such proceeding, and

amounts paid in settlement of such proceeding provided that any settlement amount to be indemnified is approved by the Board of Directors in advance of consummation of any settlement agreement. The determination of reasonableness of the amount of any indemnification sought shall be made by the Board of Directors or a committee thereof or by independent legal counsel following the same procedure set forth above.

ARTICLE XII

MISCELLANEOUS

12.1 Books and Records

The Foundation shall keep correct and complete books and records of account and shall keep minutes of all meetings of and actions taken by the Board of Directors and by the Standing Committees of the Board of Directors. In addition, the Foundation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

12.2 Fiscal Year

The fiscal year of the Foundation shall be from July 1 to June 30 of each year.

12.3 Conflict of Interest

The Board of Directors shall adopt and periodically review a conflict of interest policy to protect the Foundation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, or member of a committee with board-delegated powers.

12.4 Nondiscrimination Policy

It is the policy of the Foundation not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, disability, veteran's status, political service or affiliation, color, religion, or national origin. The directors, officers, committee members, employees, agents and persons served by the Foundation shall be selected entirely on a nondiscriminatory basis with respect to any class of persons protected from discrimination under federal and state law.

12.5 Amendment of Bylaws

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the Board of Directors then in office at a meeting of the board, provided, however,

- (a) that no amendment shall be made to these Bylaws which would cause the Foundation to cease to qualify as a tax exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.
- (b) that an amendment does not affect the voting rights of directors.
- (c) that all amendments be consistent with the Articles of Incorporation.

ARTICLE XIII**AMENDMENT OF ARTICLES OF INCORPORATION**

13.1 Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) of the Board of Directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of Pasadena City College Foundation, Inc..were approved by the Board of Directors on _____, 2015⁷ and constitute a complete copy of the Bylaws of the Foundation.

Secretary _____

Date: _____

Summary

PCC Foundation
Summary Budget
Cash Basis
February 28, 2017

	BUDGET	YTD				VARIANCE
	Total For Foundation BUDGETED	YTD Budget ÷ 12 <i>8th Month</i>	Actual Scholarship, Agency & Other Funds	Actual Unrestricted Fund	YTD Actual TOTAL	Favorable/ (Unfavorable)
Endowment Revenue (PR)	337,869	225,246	112,459	-	112,459	(112,787)
Agency Revenue (TR)	228,834	152,556	172,380	-	172,380	19,824
Scholarship Revenue (TR)*	511,035	340,690	449,250	-	449,250	108,560
Grant Revenue (TR)	211,923	141,282	118,544	-	118,544	(22,738)
Art Campaign Revenue (TR)	2,825	1,883	240	-	240	(1,643)
Operating Revenue (UR)	601,000	400,667	-	159,751	159,751	(240,916)
Administrative Fee (-) <i>[Full year]</i>	315,765	210,510	(298,107)	298,107	-	(210,510)
Investment Income (-) <i>[Actual YTD]</i>	430,836	287,224	1,191,050	152,117	1,343,167	1,055,943
Transfer In	-	-	644,521	676,268	1,320,789	1,320,789
TOTAL REVENUE	2,640,087	1,760,058	2,390,337	1,286,243	3,676,580	1,916,522
Agency Expense (TR)	233,176	155,451	112,532	-	112,532	42,918
Scholarship Paid (TR)	680,681	453,787	284,809	-	284,809	168,979
Grant Expense (TR)	211,923	141,282	76,216	-	76,216	65,066
Capital Campaign Expenses (TR)	-	-	-	-	-	-
Foundation Support/Grants (UR)	33,000	22,000	-	179,772	179,772	(157,772)
Fund Raising Expense (UR)	471,021	314,014	-	18,985	18,985	295,029
General & Administrative (UR)	497,208	331,472	-	399,458	399,458	(67,986)
Transfer Out	-	-	644,402	676,387	1,320,789	(1,320,789)
TOTAL EXPENSES	2,127,009	1,418,006	1,117,959	1,274,601	2,392,561	(974,554)
Deficit Funded from Net Assets (UR)	-	-	-	-	-	-
NET CHANGE	513,078	342,052	1,272,378	11,641	1,284,019	941,968

Unrestricted (Cash Basis)

PCC Foundation Budget Sub-Schedule February 28, 2017	Total Budget 2016-2017	YTD Actual 2016-2017	% Budget Used	Budget Remaining	% Budget Remaining
REVENUE					
OPERATING REVENUE					
General Fund Donations - Regular	50,000	74,915	150%	(24,915)	-50%
Bequests	-				
Annual Dinner (Special Event Revenue)	6,000	3,353	56%	2,647	44%
President's Circle Donations	70,000	81,482	116%	(11,482)	-16%
Campaign Appeal	175,000				
Contracted Funds from SCPR	300,000	-	0%	300,000	100%
TOTAL OPERATING REVENUE	601,000	159,751		266,249	
ADMINISTRATIVE FEE REVENUE					
PCC Funds (1.5%) [Full year recognized @ 7/1/2016]	315,765	298,107	94%	17,658	6%
TOTAL ADMINISTRATIVE FEE REVENUE	315,765	298,107		17,658	
INVESTMENT REVENUE					
Investment Revenue (Actual YTD)	90,000	152,117	169%	(62,117)	-69%
TOTAL INVESTMENT REVENUE	90,000	152,117		(62,117)	
Transfer In		676,268			
TOTAL REVENUE	1,006,765	1,286,243		221,791	
EXPENSES					
FOUNDATION SUPPORT					
College Support Community Involvement	20,000	16,954	85%	3,046	15%
Awards and Recognition	2,000	432	22%	1,568	78%
Conferences	2,500	(5,650)	-226%	8,150	326%
Meetings	6,000	1,952	33%	4,048	67%
Discretionary Fund	2,500	797	32%	1,703	68%
TOTAL FOUNDATION SUPPORT	33,000	14,485		18,515	
FUNDRAISING EXPENSES					
Donor Cultivation	20,000	9,538	48%	10,462	52%
Printing and Advertising	17,500	-	0%	17,500	100%
SoftWare - Fundraising	14,000	-	0%	14,000	100%
President's Circle (incl. event)	13,121	-	0%	13,121	100%
Giving Tuesday	5,500		0%	5,500	100%
Annual Dinner	6,700	8,229	123%	(1,529)	-23%
Memberships	1,200	1,218	102%	(18)	-2%
Database Maintenance	5,000				
Software Training	10,000	-	0%	10,000	100%
Miscellaneous/Supplies	2,000	-			
Major Gifts Campaign Operational Expenses	100,000	70,839			
Major Gifts Campaign Consultant	66,000	49,500			
Development Officer 50%	60,000				
Campaign Director	150,000	44,947			
TOTAL FUNDRAISING EXPENSES	471,021	184,271		69,036	
GENERAL & ADMIN. EXPENSES					
Salary - Executive Director		-			
Salary - Administrative Assistant II - 80%		-			
Salary - Development Manager 25%					
Salary - Business Analyst 50%		-			
Salary - Clerical Assistant 0%					
Salary - Director of Operations - 10%					
Personnel Expenses	226,258	301,291	133%	(75,033)	-33%
Accounting Services	77,250	47,000		30,250	
Administrative Assistant	50,000		0%	50,000	100%

Unrestricted (Cash Basis)

PCC Foundation Budget Sub-Schedule February 28, 2017	Total Budget 2016-2017	YTD Actual 2016-2017	% Budget Used	Budget Remaining	% Budget Remaining
Audit Services	15,000	2,580	17%	12,420	83%
Legal Services	2,000	5,133	257%	(3,133)	-157%
Consulting Services (Writer)	60,000	3,302	6%	56,698	94%
Banking Fees	2,000	543	27%	1,457	73%
Computer Software & Equipment/Financial Edge	-	1,839		(1,839)	
Office Interior & Installation	5,000	43	1%	4,957	99%
Subscriptions	-	3,483		(3,483)	
Miscellaneous Expense incl.mileage	4,000	1,845	46%	2,155	54%
Photocopier Lease	2,500	1,826	73%	674	27%
Printing & Postage	25,000	8,459	34%	16,541	66%
Supplies	3,000	897	30%	2,103	70%
Taxes & Licenses	200	70	35%	130	65%
Advertising	25,000	21,148	85%	3,852	15%
TOTAL GENERAL & ADMIN. EXPENSES	497,208	399,458		97,750	
 Transfer Out		 676,387			
 TOTAL EXPENSES	 1,001,229	 1,274,601		 185,302	
 <i>Deficit Funded by Net Assets</i>	 -				
 Income Less Expense	 5,536	 11,641			

PCC Foundation Restricted Fund Spending Budget

Budget Sub-Schedule February 28, 2017	Proposed Budget 2016- 2017	YTD Actual 2016-2017	% Budget Used	Budget Remaining	% Budget Remaining	Proposed Budget 2017- 2018	Proposed Budget 2018- 2019	Proposed Budget 2019- 2020	Proposed Budget 2020-2021	Proposed Budget 2021-2022
REVENUE (This reflects revenue to be spent - not total revenue)										
Scholarship Funds										
Wyker	8,500	5,938	70%	2,562	30%	8,500	8,500	8,500	8,500	8,500
Westerbeek	24,500	17,099	70%	7,401	30%	24,500	24,500	24,500	24,500	24,500
SFA General	1,000	300	30%	701	70%	1,000	1,000	1,000	1,000	1,000
America Dreamkeepers SCHN-R	10,000		0%	10,000	100%	10,000	10,000	10,000	10,000	10,000
Contracted Funds from SCPR	300,000	150,000	50%	150,000	50%	300,000	300,000	300,000	300,000	300,000
Major Gifts Campaign	700,000		0%	700,000	100%	1,860,000	1,860,000	1,860,000	1,860,000	1,860,000
Total Scholarship Funds	1,044,000	173,336		870,664	83%	2,204,000	2,204,000	2,204,000	2,204,000	2,204,000
Agency Funds										
Lancers for Life	4,000	4,000	100%	-	0%	-	-	-	-	-
Grants	-	-		-						
Major Gifts Campaign	500,000		0%	500,000	100%	900,000	900,000	900,000	900,000	900,000
Total Agency Funds	504,000	4,000	1%	500,000	99%	900,000	900,000	900,000	900,000	900,000
TOTAL REVENUE	1,548,000	177,336		1,370,664	89%	3,104,000	3,104,000	3,104,000	3,104,000	3,104,000
EXPENSES										
Foundation Support										
Scholarship Event	24,000	23,882	98%	418	2%	24,000	24,000	24,000	24,000	24,000
Scholarship VIP Event	10,000	-	0%	10,000	100%	10,000	10,000	10,000	10,000	10,000
Lancers for Life	4,000	4,000								
America Dreamkeepers Fund Raising	10,000	-	0%	10,000	100%	10,000	10,000	10,000	10,000	10,000
Campaign Director	150,000	44,947	30%	105,053	70%	150,000	141,130	141,130	141,130	141,130
Campaign Consultant	66,000	49,500	75%	16,500	25%	66,000	66,000	66,000	66,000	66,000
Major Gifts Campaign Contracts	117,850	-	0%	117,850	100%	321,399	185,699	50,000	50,000	50,000
Major Gifts Campaign Operational Expenses	100,000	70,839	71%	29,161	29%	50,000	50,000	50,000	50,000	50,000
Major Gifts Campaign Salaries	308,247	-	0%	308,247	100%	308,247	308,247	308,247	308,247	308,247
TOTAL EXPENSES	790,097	192,869	24%	597,228	76%	939,646	795,076	659,377	659,377	659,377
Income Less Expense	\$ 757,903.42	\$ (15,532.94)		\$ 773,436.36		\$ 2,164,354.37	\$ 2,308,924.00	\$ 2,444,623.37	\$ 2,444,623.37	\$ 2,444,623.37

Major Gifts Campaign Budget

REVENUE (This reflects revenue to be spent - not total revenue)

	Proposed Budget 2016- 2017	YTD Actual 2016-2017	% Budget Used	Budget Remaining	% Budget Remaining			
Scholarship Funds								
Major Gifts Campaign*	700,000		0%	700,000	100%	1,860,000	1,860,000	1,860,000
Total Scholarship Funds	700,000	-	0%	700,000	100%	1,860,000	1,860,000	1,860,000
Agency Funds								
Major Gifts Campaign	500,000		0%	500,000	100%	900,000	900,000	900,000
Total Agency Funds	500,000	-	0%	500,000	100%	900,000	900,000	900,000
Operational Funds								
Contracted Funds from SCSR	300,000	150,000	50%	150,000	50%	300,000	300,000	300,000
Total Operational Funds	300,000	150,000	50%	150,000	50%	300,000	300,000	300,000
TOTAL REVENUE	1,500,000	150,000	10%	1,200,000	80%	2,760,000	2,760,000	2,760,000
EXPENSES								
Campaign Director	150,000	44,947	30%	105,053	70%	150,000	141,130	141,130
Campaign Consultant	66,000	49,500	75%	16,500	25%	66,000		
Development Officer	67,850		0%	67,850	100%	271,399	135,699	
Administrative Assistant	50,000		0%	50,000	100%	50,000	50,000	50,000
Major Gifts Campaign Salaries	307,524		0%	307,524	100%	307,524	307,524	307,524
Major Gifts Campaign Operational Expenses	100,000	70,839	71%	29,161	29%	50,000	150,000	-
TOTAL EXPENSES	741,374	165,286	22%	576,088	78%	894,923	648,654	498,654
Income Less Expense	\$ 758,625.84	\$ (15,286.43)		\$ 623,912.27		\$ 1,865,076.79	\$ 2,095,646.42	\$ 2,261,345.79

*The funds raised for scholarship during the Campaign will include funds raised at the time of the feasibility study beginning October 2014